

# Physical, Emotional, and Mental (PEM) Requirements

**Working Conditions and Physical Demands** includes physical requirements, working environment, travel demands, etc. It is important to adequately document these to ensure that applicants and employees are aware of what is required and judge whether or not they can perform the job 'as-is' or with reasonable work accommodation, if the person has a disability or any limitations. **A thorough completion of this section is required for compliance with legal standards such as the Americans with Disabilities Act. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.**

Physical requirements describe abilities such as seeing, hearing, talking, writing, operating tools / machinery, lifting, carrying, pulling, pushing, bending, climbing, crawling, sitting, standing, walking, etc., and should specify frequency and any weight requirements.

Working conditions are used predominantly to describe any circumstances of the work environment that an employee may find unpleasant or hazardous such as exposure to extreme or varying temperature, wet/humid surroundings, noise, fumes, smoke, dust, high places, confined areas, or moving equipment. As with physical requirements, the amount of time spent should be specified. If environmental hazards such as exposure to extreme or varying temperature, noise, or fumes exist, please indicate this in the Working Environment section.

Travel and schedule requirements provide specifics on any shift demands such as working at night or on weekends, as well as if the position requires travel to any locations and, if so, how often.

It is recommended that under the Working Conditions and Physical Demands, a disclaimer such as the following be included on the job description:

*"The physical demands and work environment are representative of those that must be met or encountered to successfully perform the essential functions of the job. In compliance with the Americans with Disabilities Act, the company provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer."*

**EXAMPLE OF WORKING CONDITIONS AND PHYSICAL DEMANDS** (*job descriptions will include a much more exhaustive list – this is only an illustration when grouping examples together rather than separating working conditions from physical demands, as is often done on the job description*)

**DETERMINING TIMEFRAME::** Never = 0 hours daily; Occasional = up to 3 hours daily; Frequent = 3-6 hours daily; Constant 6 to 8+ hours daily.

<b>Working Condition or Physical Demand</b>	<b>Frequency (define duration or percentage of time when possible)</b>
Standing	Frequently
Walking	Frequently
Pushing/Pulling/Lifting/Carrying up to 50 pounds	Frequently

Hearing on the phone and in person	Occasionally
Reading	Seldom
Exposure to loud noises	Frequently
Working in confined areas	Occasionally
Travel to other work sites within a 25 mile radius	Seldom

## JOB DESCRIPTION DISCLAIMER & DATE

Here is an example of a **general disclaimer** that you may want to include on all job descriptions:

*“This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the organization.”*

The **Date** the job description was written or revised should also be included to assist with ensuring it is current and accurate. The date can be part of the position information or as a footer at the end of the job description.